



2020 POST-CENSUS GROUP QUARTERS REVIEW

Frequently Asked Questions (FAQs)

Version 5.0
May 24, 2022

This page intentionally left blank.

TABLE OF CONTENTS

SECTION 1 INTRODUCTION	2
1.1 What is the 2020 Post-Census Group Quarters Review operation (PCGQR)?	2
1.2 When does the 2020 PCGQR occur?	2
1.3 What type of cases are eligible for the 2020 PCGQR?	2
1.4 What is a group quarters?	2
1.5 Can the 2020 PCGQR correct the population count if we believe the 2020 Census data is incorrect?	3
1.6 What group quarters are in-scope GQs for 2020 PCGQR?	3
1.7 Does the group quarters have to be open for occupancy by a specific date to be included in the 2020 Census and the 2020 PCGQR?	4
1.8 Will the Census Bureau publish a list of the 2020 PCGQR case submissions?	4
1.9 Will we receive notification of the outcome of our 2020 PCGQR case?	4
1.10 What is the Population Estimates Program?	4
1.11 What are the Options for Reviewing 2020 Census Counts (CQR vs PCGQR)?	5
1.12 Why a Census Result May Be Different than Expected and What to Consider if You Find an Unexpected Census Result	5
SECTION 2 PARTICIPATION	7
2.1 Is there a registration process for 2020 PCGQR?	7
2.2 Who can participate in the 2020 PCGQR?	7
2.3 Who can initiate a 2020 PCGQR case?	7
2.4 What are the options to participate in the 2020 PCGQR?	8
2.5 To help us determine if we should participate, how did the Census Bureau count persons in various living situations?	8
2.6 Is training available for the 2020 PCGQR?	8
SECTION 3 MATERIALS	9
3.1 How does the Census Bureau distribute the 2020 PCGQR materials?	9
3.2 What materials will a GU be using to determine if a case should be submitted, and what materials will be used to submit a case?"	9
3.3 What is the 2020 PCGQR Response Template and how is it used?	9
3.4 Where can I find my Census Block and Tract.	9
SECTION 4 PREPARING A 2020 PCGQR CASE	11
4.1 How does our governmental unit review 2020 Census results to determine if we need to prepare a 2020 PCGQR case?	11

4.2 What local data sources are suitable for preparing a 2020 PCGQR case?.....	11
4.3 What supporting documentation is needed?.....	11
4.4 How do we certify the existence of group quarters as of April 1, 2020, in our governmental unit? .	12
4.5 What is the deadline to submit a 2020 PCGQR case?	12
4.6 What is the minimum submission criteria for a PCGQR case?	12
SECTION 5 PROCESSING CASES AND PROVIDING RESULTS	13
5.1 How does the Census Bureau review a 2020 PCGQR case?	13
5.2 Does our governmental unit receive feedback regarding our 2020 PCGQR case?.....	13
5.3 How will approved 2020 PCGQR cases be impacted by differential privacy?.....	13
SECTION 6 SECURE WEB INCOMING MODULE (SWIM)	14
6.1 What is SWIM?	14
6.2 What internet browsers support the use of SWIM?.....	14
6.3 Can I use an existing SWIM account for 2020 PCGQR?	14
6.4 How do I determine if I have an existing SWIM account?	14
6.5 How do I resolve problems logging into SWIM?.....	14
6.6 How do I reset my SWIM password?.....	15
6.7 How do I upload our governmental unit's 2020 PCGQR case using SWIM?.....	15
6.8 How do I resolve SWIM issues encountered when attempting to upload our governmental unit's 2020 PCGQR case?	15
6.9 I do not have a SWIM account. How do set one up?.....	16
6.10 How do I create a ZIP file?	16

SECTION 1 INTRODUCTION

1.1 What is the 2020 Post-Census Group Quarters Review operation (PCGQR)?

The 2020 Post-Census Group Quarters Review (PCGQR) provides a mechanism for governmental units in the United States and Puerto Rico to request that the U.S. Census Bureau review the population counts of group quarters they believe were not correctly counted as of April 1, 2020.

Find more information about the 2020 PCGQR at <https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html>

1.2 When does the 2020 PCGQR occur?

The 2020 PCGQR occurs between June 06, 2022 and June 30, 2023.

1.3 What type of cases are eligible for the 2020 PCGQR?

The Census Bureau can review the population count of a group quarters that existed and was available for occupancy on April 1, 2020. Cases submitted should be consistent with the 2020 Census Residence Criteria and Residence Situations and additional guidance provided by the Census Bureau due to the COVID-19 pandemic.

- 2020 Census Residence Criteria and Residence Situations: https://www2.census.gov/programs-surveys/decennial/2020/program-management/memo-series/2020-memo-2018_04-appendix.pdf
- Guidance provided by the Census Bureau due to the COVID-19 pandemic: <https://www.census.gov/newsroom/press-releases/2020/modifying-2020-operations-for-counting-college-students.html>

1.4 What is a group quarters?

A group quarters is a place where people live or stay, in a group living arrangement, owned or managed by an entity or organization providing housing and/or services for the residents.

These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other. This is not a typical household-type living arrangement.

Group quarters include such places as college/university student housing, residential treatment centers, nursing/skilled-nursing facilities, group homes, military quarters, correctional facilities, and workers' group living quarters. The list of valid group quarters for 2020 PCGQR can be found on the website <https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html>. This list

is also available on the 2020 PCGQR Response template by navigating to the GQ Type Definitions tab. This template is available on the webpage mentioned above.

1.5 Can the 2020 PCGQR correct the population count if we believe the 2020 Census data is incorrect?

The 2020 PCGQR does not change official 2020 Census data. The results of PCGQR will be used in population estimates for other Census Bureau programs. If the review process finds discrepancies in GQ population counts supported by sufficient documentation, approved revisions will be provided to the Census Bureau's Population Estimates Program for incorporation into the next population base that the production schedule allows. The population estimates developed from the updated population base will also be used by the American Community Survey and the Puerto Rico Community Survey as survey controls so that the population totals from the survey conform to the updated population estimates. The Census Bureau will not incorporate 2020 PCGQR updates into the 2020 Census data summary files and tables, or re-tabulate any of the other 2020 Census data products, including apportionment results and redistricting data.

1.6 What group quarters are in-scope GQs for 2020 PCGQR?

Most group quarters are in scope for the 2020 PCGQR. The group quarters not included are service-based locations such as Soup Kitchens (702), Regularly Scheduled Mobile Food Vans (704), Targeted Non-Sheltered Outdoor Locations (706) and sensitive group quarters types such as Domestic Violence Shelters. Service-based locations do not record the number of people who show up at the location on Census Day for service. Enumerators counted everyone who was in line for service or counted them where they were sleeping. However, Emergency and Transitional Shelters (with Sleeping Facilities) For People Experiencing Homelessness (701), are in-scope. [Note: The numbers in parenthesis refer to the code assigned to each group quarters type in the 2020 Census Group Quarters Definitions and Code List available on the Census Bureau's PCGQR website.]

Other in-scope group quarters types are:

- Correctional Facilities for Adults (101-106)
- Juvenile Facilities (201-203)
- Nursing Facilities/Skilled-Nursing Facilities (301)
- Other Institutional Facilities (401-405)
- College/University Student Housing (501-502)
- Military Quarters (601-602)
- Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness (701)
- Group Homes Intended for Adults (801)

- Residential Treatment Centers for Adults (802)
- Workers' Group Living Quarters and Job Corps Centers (901)
- Living Quarters for Victims of Natural Disasters (903)

Detailed definitions of each valid group quarter for the 2020 PCGQR can be found in the in the [2020 Census Group Quarters Definitions and Code List](https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html) available on the 2020 PCGQR website <https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html>. These definitions are also available on the 2020 PCGQR Response template by navigating to the GQ Type Definitions tab. This template is available on the webpage mentioned above.

1.7 Does the group quarters have to be open for occupancy by a specific date to be included in the 2020 Census and the 2020 PCGQR?

If the group quarters existed and were available for occupancy on April 1, 2020, it is eligible for review through 2020 PCGQR. Group quarters opening after April 1, 2020, are out of scope and are not eligible for review. Please note other eligibility requirements in section 1.6 of this document.

1.8 Will the Census Bureau publish a list of the 2020 PCGQR case submissions?

The Census Bureau will publish an updated list on the 2020 PCGQR website of requests as we conclude work on cases. This list will be published on a rolling basis. In compliance with Title 13, we will not be able to disclose specific details about the requests. The list can be accessed here: <https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html>

1.9 Will we receive notification of the outcome of our 2020 PCGQR case?

Yes, the Census Bureau will notify all governmental units of the outcome of their case on a rolling basis. Results will be provided to the highest elected or appointed official of all affected governments in an official determination letter, even if the case is out of scope for 2020 PCGQR.

1.10 What is the Population Estimates Program?

The Census Bureau's Population Estimates Program (PEP) produces estimates of the population for the United States, states, metropolitan and micropolitan statistical areas, counties, cities, towns, as well as for Puerto Rico and its municipios. Find more information about the Population Estimates Program at <https://www.census.gov/programs-surveys/popest.html>. If the review process finds discrepancies in these population counts supported by sufficient documentation, approved revisions will be provided to the Census Bureau's Population Estimates Program for incorporation into the next population base that

the production schedule allows. The population estimates developed from the updated population base will also be used by the American Community Survey and the Puerto Rico Community Survey as survey controls so that the population totals from the survey conform to the updated population estimates.

1.11 What are the Options for Reviewing 2020 Census Counts (CQR vs PCGQR)?

The Census Bureau offers two options for governmental units to request a review of their 2020 Census counts: Count Question Resolution (CQR) and Post-Census Group Quarters Review (PCGQR).

The CQR operation is an opportunity for governmental units to request a review of their boundaries and housing counts to determine whether errors occurred while processing 2020 Census counts. CQR may be considered when governmental units that believe their unexpected population total is due to incorrect legal boundaries or housing placement. If the CQR review identifies errors, the Census Bureau will issue corrected housing and population counts. These corrected counts can be used as official population totals, but they will not change 2020 data products, including apportionment results or redistricting data.

The 2020 PCGQR is a new, one-time program that was created in response to public feedback received on the Count Question Resolution program about counting group quarters' populations during the unprecedented challenges posed by the COVID-19 pandemic. The 2020 PCGQR program is an opportunity for governmental units to request a review of their 2020 Census population counts for group quarters facilities. If the PCGQR review identifies discrepancies, the updated counts will be incorporated into the Census Bureau's population estimates base as the production schedule allows. This base is used to produce upcoming annual population estimates, and these estimates are used to develop the survey controls for the American Community Survey and the Puerto Rico Community Survey.

1.12 Why a Census Result May Be Different than Expected and What to Consider if You Find an Unexpected Census Result

Although the Census Bureau considers the 2020 Census data fit for use based on population benchmarks and coverage measurement estimates, data users may still find results they did not expect in certain areas, particularly small geographies. These unexpected results may be explained by the following:

When People are Counted, Where People are Counted, Changes in Group Quarters, Comparing Counts to Population Estimates, Legal Boundaries for Governmental Units, or Statistical Noise for Privacy Protections.

More information is available on the Census website at:

<https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/release/data-expectations.html>

SECTION 2 PARTICIPATION

2.1 Is there a registration process for 2020 PCGQR?

No, there is no formal registration process.

2.2 Who can participate in the 2020 PCGQR?

Highest elected official from the following active, functioning governmental units are eligible to participate:

- Tribal areas, including federally recognized American Indian tribes with reservation and/or off-reservation trust lands, Alaska Native Regional Corporations, and Alaska Native villages.
- States and equivalent entities.
- Counties and equivalent entities.
- Minor civil divisions (e.g., townships).
- Consolidated cities.
- Incorporated places (e.g., villages, towns, cities).

The Census Bureau will not accept cases from any other type of statistical or legally defined areas other than those listed above.

2.3 Who can initiate a 2020 PCGQR case?

The Census Bureau will only accept cases that initiate from the highest elected or appointed official of tribal, state, and local governmental units, or their designated representative. Although the case can be submitted by someone other than this official or their designated representative, the Census Bureau must receive notification from the highest elected or appointed official of the governmental unit that indicates they want the Census Bureau to review their census data through the 2020 PCGQR process. This level of notification assures the Census Bureau that the highest level of leadership is informed and in agreement with filing a case on behalf of the GU. The notification can accompany the supporting documentation submitted with the case or be provided separately through email or letter.

2.4 What are the options to participate in the 2020 PCGQR?

Governmental units use the Census Bureau's Secure Web Incoming Module (SWIM) to submit a 2020 PCGQR .zip folder case to the Census Bureau. Refer to section 3.3 in the participant guide for instruction.

There is no Census Bureau provided software, such as the Geographic Update Partnership Software (GUPS), to use in preparing a PCGQR case.

If you cannot use SWIM, please ship your secure submission to the following address:

2020 PCGQR
ATTN: GB 63-A
U.S. Census Bureau
National Processing Center
12101 East 10th Street
Jeffersonville, IN 47132

The Census Bureau recommends using a method of shipping that offers a tracing capability and provides a tracking number. Refer to the participant guide for detailed packaging instructions to protect any address and personal level information.

2.5 To help us determine if we should participate, how did the Census Bureau count persons in various living situations?

The Census Bureau applied residence criteria during the 2020 Census to determine how and where to count people in various living situations. Documented within the criteria are specific residence situations to illustrate how the criteria are applied. The 2020 Census Residence Criteria and Residence Situations published February 5, 2018, are available at https://www2.census.gov/programs-surveys/decennial/2020/program-management/memo-series/2020-memo-2018_04-appendix.pdf.

Governmental units can use these criteria in combination with the list of group quarters types eligible for review to determine whether their case may be in-scope. Eligible group quarters types are outlined in sections 1.6 and 1.7 of this document.

2.6 Is training available for the 2020 PCGQR?

2020 PCGQR webinar can be found on the 2020 PCGQR website. Other resources such as participants user guide and frequently asked questions (FAQs) are also available on the 2020 PCGQR website. <https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html>

SECTION 3 MATERIALS

3.1 How does the Census Bureau distribute the 2020 PCGQR materials?

The Census Bureau announces the 2020 PCGQR by sending an email or letter to all eligible governmental units. This initial announcement communication includes the operational timeframe, an informational flyer, and the 2020 PCGQR website address. The 2020 PCGQR website serves to disseminate the operational materials and instructions, including the participants guide. Upon request, the Census Bureau can mail materials to participants unable to utilize the internet to access them.

3.2 What materials will a GU be using to determine if a case should be submitted, and what materials will be used to submit a case?”

- 2020 Census Group Quarters Definitions and Code List
- Census Geocoder
<<https://geocoding.geo.census.gov/geocoder/geographies/onlineaddress?form>>
- Table P5 - Group Quarters Population by Major Group Quarters Type
<<https://data.census.gov/cedsci>>
- 2020 PCGQR Response Template File. (Required)
- Secure Web Incoming Module (SWIM).

All materials listed above have more detail in the participant guides available on the PCGQR website <https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html>

3.3 What is the 2020 PCGQR Response Template and how is it used?

The 2020 PCGQR Response Template is the tool that the governmental unit representative will use to submit a 2020 PCGQR case. The template submitted will include population counts and demographic data for GQ residents who lived at the GQ on Census Day (April 1, 2020) and is consistent with the 2020 Census Residence Criteria and Residence Situations and additional guidance provided by the Census Bureau due to the COVID-19 pandemic. Detailed instructions can be found in the Participants Guide on the 2020 PCGQR website <https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html>

3.4 Where can I find my Census Block and Tract.

The Census Geocoder is an address look-up tool that converts your address to an approximate coordinate (longitude/latitude) and returns information about the address range. The information it returns includes the address and the census geography the address is within. The geocoder is available as a web interface and as an API (Representational State Transfer - REST - web-based service).

The tool allows you to look-up a single address. Users can find the location of an address using the “Find Locations” option. You can also find the census geographic entities for an address using the “Find Geographies” option. The “Find Geographies” option returns the state, county, census tract, and block for each address.

To be able to submit your case you will need to provide in the 2020 PCGQR Response Template specific geographical information such as State and County FIPS code, Block and Tract code. Follow the steps on [Table 4](#), page 15, of the Participants Guide to use the Geocoder to search for the codes related to the GQ that you will include in the case. If you are including more than one GQ in your case, you need to follow these steps for each of the GQs. The Census Geocoder is available at

<<https://geocoding.geo.census.gov/geocoder/geographies/onlineaddress?form>>.

Step 1: Access: <<https://geocoding.geo.census.gov/>>

Step 2: Under Find Geographies select One Line Address Processing.

Step 3: Find Address Geographies box will appear.

Enter address number, street name, and zip code on the One Line Address field.

On the Benchmark field: select Public_AR_Current.

On the Vintage field: select Current_Current.

Click Get Results.

Step 4: Different geographical information will be displayed. Scroll down until you find 2020 Census Blocks.

Step 5: the fields needed to fill out the following information on the 2020 PCGQR Response Template GQ Name tab: State code, County code, Tract code, and Block Code.

SECTION 4 PREPARING A 2020 PCGQR CASE

4.1 How does our governmental unit review 2020 Census results to determine if we need to prepare a 2020 PCGQR case?

Governmental units use the Census Bureau's data.census.gov website to review their total group quarters population count from the 2020 Census. If those totals differ from local expectations, then governmental units can submit a case by submitting supporting documentation. The Census Bureau recommends a review of the Public Law 94-171 data tables to review their counts of group quarters population by type of group quarters (Table P5). These data are available on <<https://data.census.gov/cedsci>>.

The Census Geocoder

(<https://geocoding.geo.census.gov/geocoder/geographies/onlineaddress?form>) can be used to identify the blocks, or geographic locations specified in the data tables.

4.2 What local data sources are suitable for preparing a 2020 PCGQR case?

Some examples of suitable sources for use in preparing a 2020 PCGQR case include the following:

- Report from facility or its governing institution, letter from qualified administrator stating count and date of count, and other reports., etc.

4.3 What supporting documentation is needed?

- Written correspondence from the highest elected or appointed official, or their designated representative, should:
 - Includes a summary of the contents of the submission, i.e., report from facility or its governing institution, letter from qualified administrator stating count and date of count, and other reports.
 - Provides as much detail as possible about the group quarters count discrepancy to assist the Census Bureau with its research of the GU's case.
 - Discusses and certifies the accuracy and validity of the source materials used to prepare the case by including information on the creation date/timeframe, usual use, and maintenance cycle.
 - Ensures source(s) to revise the group quarters counts include the addresses as of April 1, 2020. More recent source material must include a way to determine the addresses that existed and were available for occupancy on April 1, 2020.
 - Confirms that the updated count information includes only group quarters addresses that existed and were available for occupancy on April 1, 2020.
 - If possible, specifies additional information such as whether the group quarters population was all male or female and includes supporting documentation.

- Consider inclusion of supporting documentation such as:
 - Official reports from a Licensing Agency, Funding Agency, facility, or its governing institution.
 - Letter from qualified administrator stating count and date of count.
 - Other reports.

4.4 How do we certify the existence of group quarters as of April 1, 2020, in our governmental unit?

The highest elected or appointed official, or their designated representative, prepares a written statement that the group quarters included in the 2020 PCGQR submission existed and was available for occupancy on April 1, 2020. This written statement serves as the certification of existence.

4.5 What is the deadline to submit a 2020 PCGQR case?

The Census Bureau will accept 2020 PCGQR cases through June 30, 2023. If submitting a case by mail, ensure the postmark is no later than June 30, 2023.

4.6 What is the minimum submission criteria for a PCGQR case?

For the Census Bureau to successfully review and process a case with a group quarters population count discrepancy, it must include the following items:

- A completed 2020 PCGQR Response Template. The GQ Name tab is required and must be provided in order for your case to be considered. The Resident/Client Data tab is optional. If you want the Census Bureau to review the demographic information for the GQ that you are submitting in the case, please fill the Resident/Client Data tab.
- Supporting documentation

SECTION 5 PROCESSING CASES AND PROVIDING RESULTS

5.1 How does the Census Bureau review a 2020 PCGQR case?

Through a formal process, the Census Bureau reviews cases received to determine if the group quarters population counts submitted by the governmental unit are correct based on the supporting documentation provided.

The Census Bureau will respond to all cases on a rolling basis, including cases that are determined to be ineligible for 2020 PCGQR. Affected governmental units will be notified of any updates resulting from a 2020 PCGQR decision in the form of an official determination letter.

5.2 Does our governmental unit receive feedback regarding our 2020 PCGQR case?

Once a resolution is determined for each case, the Census Bureau will respond to the governmental unit in writing with an official determination letter that indicates whether the case is determined to be in scope, out of scope, or if no corrections are warranted. The Census Bureau will inform governmental units of the result of their case on a rolling basis and complete all case research and resolution by no later than September 30, 2023.

5.3 How will approved 2020 PCGQR cases be impacted by differential privacy?

Group quarters population counts that are updated through the 2020 PCGQR are provided to the Population Estimates Program for incorporation into the next population base that the production schedule allows. Part of estimates processing includes the infusion of a small amount of differentially private noise into the April 1, 2020, counts to adhere to enterprise disclosure avoidance standards. For more information on disclosure avoidance modernization for the 2020 Census, please see <<https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/process/disclosure-avoidance.html>>.

SECTION 6 SECURE WEB INCOMING MODULE (SWIM)

6.1 What is SWIM?

The Secure Web Incoming Module, also known as SWIM, is the official web portal for secure upload of partnership materials to the Census Bureau. Because of Census Bureau IT Security policies, governmental units use SWIM to provide digital case submissions to the Census Bureau. Access SWIM here < <https://respond.census.gov/swim/login>>.

6.2 What internet browsers support the use of SWIM?

SWIM runs on the two most recent versions of each of the four major internet browsers (e.g., Internet Explorer®, Google Chrome®, Mozilla Firefox®, and Apple Safari®). If you encounter issues with using SWIM, confirm the browser version and update it if it is not one of the latest two versions.

6.3 Can I use an existing SWIM account for 2020 PCGQR?

Yes, individuals can use existing SWIM accounts for 2020 PCGQR. SWIM accounts are for individuals, not GUs or for specific programs.

6.4 How do I determine if I have an existing SWIM account?

To determine whether a SWIM account exists, click the “Forgot your password” link on the main SWIM page and enter the email address to check for account existence. If SWIM does not locate an account associated with the email address, it will return the following message, “No account registered for this email. Go to Account Registration.” Choosing the “Account Registration” link opens a window to establish a new SWIM account.

To establish a new account, a SWIM token is required.

6.5 How do I resolve problems logging into SWIM?

First, the email and password components of the SWIM system accounts are case-sensitive. If you have forgotten the case-sensitive format used when establishing the SWIM account, this may be the source of your login problems. SWIM allows four attempts to login before it temporarily locks your account for 15 minutes. If you have attempted to login four times, after the 15-minute lock expires, try to login again using different case sensitive combinations for your email address. If you have simply forgotten your password, you may reset your password using the “Forgot your password” link on the login page. This functionality works in the same manner as other online websites; however, if you cannot remember the case-sensitive format used for the email address, this password reset functionality will not work. To attempt to reset your password, follow the prompts for entering your case-sensitive email address and providing your security answer. If the security

answer is U.S. Census Bureau correct, the SWIM system will send a password reset link to the email account for use in resetting the password.

6.6 How do I reset my SWIM password?

If you have forgotten your SWIM password, you can reset your password on the SWIM website by selecting “Forgot your password?” on the login page. SWIM allows you to reset your password information and security question. Once selected, follow the prompts to enter your email address and provide your security answer. If the security answer is correct, the SWIM system sends a password reset link to the email account for use in resetting the password.

Once logged into SWIM, users can modify their password and security answer by selecting the “Change Security” link at the top, right-hand side of the page.

6.7 How do I upload our governmental unit’s 2020 PCGQR case using SWIM?

Access SWIM from the following website: <<https://respond.census.gov/swim/>> and follow the screen instructions to choose the operation and type of entity being reported as well as the actual entity and file location information. Refer to section 3.4.1 in the participant guide for examples of the SWIM screens and overall submission process.

6.8 How do I resolve SWIM issues encountered when attempting to upload our governmental unit’s 2020 PCGQR case?

Three of the most common issues with SWIM involve the web browser, the file extension, and the file size. SWIM supports the two most recent versions of Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari. If your version is older, upgrade to a newer browser version and try uploading again. SWIM only recognizes “.zip” file extensions, so ensure the file you are attempting to submit is in the .zip file format. If you attempt to post a file that is not in .zip file format, you will receive the following error message, “Error uploading file. Reason: File is not a .zip file.” Additionally, the .zip file must not contain another .zip file as part of its components. Lastly, SWIM currently has a size limitation of 250 megabytes for .zip files. If your .zip file is larger than 250 megabytes, ensure to only include spatial data and address records for the blocks affected by the boundary case and that the block counts file only includes blocks in question for the housing count case. Most submissions will easily fall beneath the 250 megabytes size limitation if they only include the necessary/edited information.

If your file is larger than 250 megabytes, you will need additional assistance.

6.9 I do not have a SWIM account. How do set one up?

Governmental units without an established SWIM account will need a registration token. Let me transfer you to a Census specialist who can further assist you.

6.10 How do I create a ZIP file?

Steps to create a ZIP file are in section 3.3 of the participant guide, which can be found at the PCGQR website <<https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html>>.

Your ZIP file must include the following items:

- A completed 2020 PCGQR Response Template. The GQ Name tab is required and must be provided in order for your case to be considered. The Resident/Client Data tab is optional. If you want the Census Bureau to review the demographic information for the GQ that you are submitting in the case, please fill the Resident/Client Data tab.
- Supporting documentation.
- Any additional documentation that you understand could help the Census Bureau to review your case (e.g., summary demographic information about residents of a GQ).